

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: June 6, 2018

Closing Date: June 12, 2018

ADMINISTRATIVE SPECIALIST I, PAY GRADE 7/RECEPTIONIST
Criminal Division, Sussex County

Job Responsibilities and Duties:

This position is the *main* Receptionist in the Criminal Division in Sussex County, with a high volume of activity providing customer service to internal and external callers, and greeting and directing visitors. This position is required to take accurate messages and forward telephone calls. This position will pick up, sort and deliver mail and facsimiles, process special delivery mail received, ensuring mail left for pick up is handled and receiving all packages; UPS, FedEx, etc. Duties will include other administrative functions such as typing, filing and data entry, copying and collating information, preparing folders for jury panels, in addition to serving as a Receptionist. The primary work hours are 8:00 a.m. to 4:30 p.m.

Minimum Qualifications:

- Must be detail-oriented.
- Must be able to work effectively and efficiently in managing multiple priorities in an extremely fast-paced work environment.
- Must be well organized and proficient in Microsoft Word office suite.
- Must have excellent verbal and written skills; excellent spelling, grammar and proofreading skills.
- Must be able to answer telephones and take accurate messages.
- Must have a working knowledge of proper professional reception practices and procedures, including eliciting/disseminating routine information.

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link): <http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.